

Exchange Request for Faulty Items

Date: [Insert Date]

To,

[Vendor/Company Name]

[Vendor/Company Address]

[City, State, Zip Code]

Subject: Request for Exchange of Faulty Item

Dear [Vendor/Company Name],

I am writing to request an exchange for a faulty item I purchased from your store on [Purchase Date]. The details of the item are as follows:

- Item Name: [Insert Item Name]
- Order Number: [Insert Order Number]
- Purchase Price: [Insert Purchase Price]
- Date of Receipt: [Insert Receipt Date]

Unfortunately, upon using the item, I discovered the following issues: [Briefly describe the fault or problem with the item]. I have attached a copy of the receipt and any relevant documentation to assist with the exchange process.

I kindly request that you process this exchange as soon as possible. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]